

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 13-213**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**29 OCTOBER 2003**

***Space, Missile, Command, and Control***

**AIRFIELD MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 13-213, 9 September 2002, is supplemented as follows:**

This supplement provides guidance to AETC subordinate units with an airfield management function. It does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** It includes appropriate staffing requirements for waiver renewal requests (paragraph 1.2), establishes guidance on the completion and documentation for Air Force flight line driving computer based training (CBT) (paragraph 2.1.1.1), adds the disposition of MAJCOM-approved airfield waivers (paragraph 2.1.2.25.3), includes coordination efforts with security forces for flight line security operations and aircraft parking (paragraph 2.1.2.26.3), provides additional guidance on civil engineer inspection and reporting of airfield lighting systems (paragraph 2.1.2.29.5), includes additional Chief, Airfield Management Operations, requirements, expands procedures for storage of classified material (paragraph 2.3.2.16.3), adds procedures to ensure the currency of the Air Mobility Command (AMC) Airfield Suitability Restrictions Report (ASRR) (paragraph 2.3.2.20), provides guidance and responsibilities for quality assurance personnel (QAP) (paragraphs 2.5.1 and 2.5.2), establishes an Airfield Management Manning Report (paragraph 2.3.2.21 and Attachment 5 [Added][AETC]), expands guidance for airfield management contingency taskings (paragraph 2.7.2), includes additional guidance for emergency staffing levels (paragraph 2.7.3), includes airfield management operating hours for Randolph and Tyndall AFBs (paragraph 3.1.2), provides guidance for the secondary crash net (paragraphs 3.2.2.3.3 and 3.2.2.3.4), includes requirement to assign two-letter operating initials (paragraph 3.2.8), provides additional guidance for the review of operating instructions (OI) and quick reaction checklists (QRC) (paragraph 3.2.9), adds requirement to include a terminal instrument approach specialist in the development of a "local area" display (paragraph 3.3.3), expands screening process for members

requiring color-vision testing (paragraph 4.3.2.5), clarifies approval authorities for signatures on AF Forms 483 (paragraph 4.3.3.4), provides additional guidance for the use of privately owned vehicles (POV) on flight lines (paragraph 4.3.3.7), incorporates requirements and responsibilities to include decelerometer usage in OIs and QRCs (paragraph 5.1), adds additional guidance for temporary closures related to hazardous weather or airfield incidents (paragraph 6.1.1.1), incorporates a request template for the Military Airfield Managers Course for those desiring to attend the course (paragraph 7.2.2.4), expands training OI requirements, incorporates requirements for monthly proficiency training (paragraph 7.2.6), establishes airfield inspections to be conducted prior to first departure (paragraph A3.1), provides guidance for inspections of auxiliary airfields (paragraph A3.1.2), clarifies who is responsible for conducting daily checks of auxiliary airfields (paragraph A3.2), includes a requirement for a quarterly joint airfield inspection (paragraph A3.3.1), and adds a new AETC airfield management monthly manpower template (Attachment 5 [Added][AETC]).

1.2. Forward waiver requests through HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB TX 78150-4325, except those delegated to the host wing commander or operations group commander. Waiver renewal requests must reach HQ AETC/DOYF no later than 60 days prior to expiration or proposed implementation.

2.1.1.1. Airfield managers must complete the Air Force flight line driving CBT within 3 months of assignment. Completion of Military Airfield Manager Course E3AZR1C091-000 must be documented in civilian employee personnel file or military personnel training record.

2.1.2.25.3. The Chief, Airfield Management (CAM), will maintain copies of all temporary and permanent waivers affecting airfield and airspace criteria.

2.1.2.26.3. Coordinate with security forces for impact on flight line security operations.

2.1.2.26.6. Attend all phases of airfield construction meetings and ensure airfield safety and flight line driving requirements are included in the contract. Maintain the minutes of each construction meeting or create a memorandum for record (MFR).

2.1.2.27.1. Maintain the minutes of, or create an MFR for, all aircraft parking plan reviews.

2.1.2.27.2. Coordinate with security forces for the development of, or changes to, aircraft parking.

2.1.2.28.1. At contract locations, incorporate the airfield management checklist from AFI 13-218, *Air Traffic System Evaluation Program*, and current special interest items into the quality assurance surveillance plan. **NOTE:** Quality assurance personnel (QAP) will document and maintain results. Results will be provided to the air operations flight commander (AOF/CC) and the air traffic system evaluation program (ATSEP) team during evaluations.

2.1.2.29.2. At locations required to maintain a decelerometer, maintain a copy of the snow control plan.

2.1.2.29.3. Maintain a copy of the recurring budget and schedule for runway rubber removal and painting.

2.1.2.29.5. Publish these procedures in the airfield OI.

2.1.2.29.7. Maintain a copy of the tree control plan.

2.1.2.29.9. Ensure base civil engineering conducts a daily inspection of each aircraft arresting system and reports the aircraft arresting system's operational status to airfield management.

2.2.2.10. (Added)(AETC) Develop a continuity book to include active and proposed AF Forms 332, **Base Civil Engineer Work Request**; the current airfield waiver package; minutes from proposed and future airfield construction projects; permanent and temporary waivers; and information providing the

status of airfield discrepancies and fix actions.

2.2.2.11. (Added)(AETC) Maintain a copy of the airfield sweeping schedule or plan.

2.3.1. Must complete the Air Force Civil Engineering Support Agency's (AFCESA) Airfield Criteria, Standards, and Facilities Course CBT, and the Air Force flight line driving CBT within 3 months of assignment.

2.3.2.11. Initial flight plans, traffic logs, and notices to airmen (NOTAM) for accuracy, completeness, and conformance to established directives.

2.3.2.16.3. (Added)(AETC) Establish procedures for the timely receipt, storage, and issuance of communications security (COMSEC) material and sealed classified envelopes and containers. Develop COMSEC accounts only operational needs dictate the requirement and the base is listed as a regular foreign clearance base.

2.3.2.17. FLIP managers at Keesler, Altus, and Little Rock AFBs must maintain the DoD Foreign Clearance Guide. **NOTE:** Internet access meets this requirement, but an alternate means of obtaining the information is required in the event Internet access is interrupted.

2.3.2.17.2. Document the results of each review.

2.3.2.20. (Added)(AETC) Ensure the currency of airfield restriction data when published in the AMC ASRR. Coordinate any required changes with HQ AMC/DOAS. **NOTE:** The unit operations group standardization and evaluation (OG/OGV) will review airfield restrictions to be placed in the ASRR prior to submitting them through the CAMO to HQ AMC/DOAS.

2.3.2.21. (Added)(AETC) Forward the Airfield Management Manning Report to the HQ AETC/DOYF functional manager for 1C0X1s no later than the 5th workday of each month. This report will include information on all personnel (1C0X1 and non-1C0X1) working in the base operations facility. Obtain and validate airfield management's unit manpower document (UMD) with the base manpower office and ensure position numbers are appropriately indicated on the manning report. Transmit the report electronically using the format in Attachment 5 (Added)(AETC). **NOTE:** This reporting requirement is exempt from licensing in accordance with paragraph 2.11.12 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.5.1. Airfield management QAP will represent the contracting officer for acceptance and inspection of services to be provided under the subject contract. QAPs will monitor, evaluate, and certify contractor performance and compliance in accordance with the quality assurance surveillance plan and an equivalent document (for example, statement of work [SOW]). The airfield management QAP is the focal point for airfield customers, including the airfield operations flight, for issues regarding the quality of the contractor's airfield management service. All customer concerns, issues, and complaints must be documented and presented to the QAP for resolution. Airfield management QAPs will educate customers on contractor performance objectives and provide complaint and contract service feedback instructions to each organization receiving the contractor's service. Disputes or issues between the QAP and the contractor must be referred in writing to the administrative contracting officer (ACO) with an information copy to the functional chief.

2.5.2. QAP responsibilities include:

2.5.2.1. (Added)(AETC) Attending preperformance conferences, base requirements advisory group (BRAG) meetings, and any other meetings in which instructions are given to the contractor.

2.5.2.2. (Added)(AETC) Providing technical assistance to the ACO.

2.5.2.3. (Added)(AETC) Ensuring the contractor complies with the contract. Forward requested changes to the contract (with recommendations and supporting documents) in writing to the ACO for evaluation of the proposed alteration. (QAPs are not authorized to make any changes in the contract or provide instructions to the contractor.) The ACO will conduct all negotiations with the contractor if deemed advisable.

2.5.2.4. (Added)(AETC) Maintaining detailed records to document services received or not received. Prepare and submit monthly certification of services received and forward the original copies to accounting liaison office (ALO) office. (QAPs do not have the authority to authorize the expenditure of funds.)

2.5.2.5. (Added)(AETC) Developing surveillance schedules and maintaining a file of reports, correspondence, memorandum, and other pertinent documentation pertaining to the contract.

2.5.2.6. (Added)(AETC) Reporting any government property damage by contractor personnel to the ACO. (QAPs do not interpret the contract for the contractor, but should refer the contractor to the ACO.) QAPs do not approve contractor procedures or offer advice or recommendations to the contractor because this could directly or indirectly affect pending ACO determinations as fault or negligence. QAP duties may be delegated to the alternate QAP. Alternate QAPs must be identified in writing with local contracting offices.

2.7.2. Procedures for reclamation to airfield management contingency taskings are detailed in AFI 10-400, *Aerospace Expeditionary Force Planning*.

2.7.3. Also see AFI 13-204/AETC Sup 1.

3.1.2. The following airfield management facilities are open less than 24 hours a day, 7 days a week:

3.1.2.1. (Added)(AETC) Columbus AFB MS: Monday-Friday, 0700-2300; Saturday-Sunday, 1200-2000; closed federal holidays.

3.1.2.2. (Added)(AETC) Keesler AFB MS: Monday-Sunday, 0700-2300; closed federal holidays.

3.1.2.3. (Added)(AETC) Laughlin AFB TX: Monday-Friday, 0700-2300; Saturday-Sunday, 1400-1900; closed federal holidays.

3.1.2.4. (Added)(AETC) Luke AFB AZ: Monday-Friday, 0630-2230; closed Saturday, Sunday, and federal holidays.

3.1.2.5. (Added)(AETC) Maxwell AFB AL: Monday-Sunday, 0600-2300; closed federal holidays.

3.1.2.6. (Added)(AETC) Randolph AFB, TX: Monday-Thursday, 0700-2200; Friday, 0700-2100; Saturday, 1000-1900; Sunday, 0900-1700; federal holidays, 1000-1800.

3.1.2.7. (Added)(AETC) Sheppard AFB TX: Monday-Friday, 0530-2100; Saturday-Sunday, 0900-1700; closed federal holidays.

3.1.2.8. (Added)(AETC) Tyndall AFB FL: Monday-Friday, 0700-2100; Saturday-Sunday, 0900-1700; closed federal holidays.

3.1.2.9. (Added)(AETC) Vance AFB OK: Monday-Friday, 0700-2300; Saturday-Sunday, 1300-2000; closed federal holidays.

3.2.2.3.3. Airfield management will conduct an annual secondary crash net (SCN) survey to ensure all parties have push-to-talk capability, a dedicated line, and listen-only capability for secondary units. They will forward the results to the operations support squadron commander (OSS/CC) through the AOF/CC.

3.2.2.3.4. Airfield management will conduct a semiannual test of the alternate SCN to ensure system viability. Activation of the SCN is limited to airfield management operations. Use AETC Form 745, **Emergency/Accident and Hazardous Cargo Log**, to record information.

3.2.8. The CAM will assign two-letter operating initials to each individual for use in daily operations. Initials will be used for log entries and in communications with on-base base agencies, off-base agencies, and other agencies as applicable. When coordinating aircraft and airfield activities, telephone conversations will normally end with initials.

3.2.9. The CAM will review all OIs and QRCs semiannually to ensure accuracy, consistency, and compliance with current requirements and practices. To the maximum extent possible, these requirements and any other local procedures deemed appropriate into a single airfield management operations OI.

3.2.9.1. Use AETC Form 80, **Aircraft Outbound Traffic Log**, and AETC Form 81, **Aircraft Inbound Traffic Log**, or an electronic form or product, preapproved by HQ AETC/DOYF, to document aircraft traffic information.

3.3.3. Coordinate with a terminal instrument approach specialist to develop and maintain the “local area” display.

4.3.3.2.5. Members requiring a color-vision test will be referred to the local medical treatment facility for a screening of their medical records to determine the results of any previous tests. If the member has a previous failure, he or she should be retested. If the member fails the current test, he or she should be referred to the optometry clinic for testing. The color-vision test must be listed as a requirement for employment of airfield management civilian employees and contractors. The test will be accomplished during the preemployment exam. If the individual fails this test, he or she will be referred to optometry to determine the level of deficiency.

4.3.3.4. The CAM, DCAM, and CAMO are the only approval authorities who may sign the AF Form 483, **Certificate of Competency**.

4.3.3.5. Flight line driving familiarization training will include, but is not limited to, requirements in Chapter 4 of the basic AFI. Flight line driving tests will be given closed book with a minimum passing score of 80 percent, corrected to 100 percent.

4.3.3.6.2. Documentation for TDY groups, such as higher headquarters or inspector general (IG) teams, may be in the form of a memorandum listing all authorized individuals. TDY personnel must possess a valid AF Form 483 from their home station for authorization to drive on the flight line at the TDY location. As a minimum, the unit’s flight line driving program manager supporting or associated with the group must conduct a flight line driving brief and local flight line driving orientation. **NOTE:** Airfield management may provide the local flight line driving orientation only when TDY personnel are not tied to a specific unit.

4.3.3.7. A locally produced flight line permit will be used to control the use of POVs on the flight line. Validate the requirements of permanent POV flight line permits annually. The approving authority is the operations group commander or designated representative. Authority may be delegated to the DCAM through a base flight line driving instruction. The DCAM is the approving authority for temporary permits; and he or she must keep a record of all permits, including the justification for their issue and the name of the person receiving the permit. Permits will be displayed in plain view while on the airfield.

4.3.4.1. Document results of spot checks on AF Form 3616, **Daily Record of Facility Operation**, and include the results in the “status of flight line driving” section of the airfield operations board (AOB)

minutes.

4.3.4.3. Document results of inspection on an MFR and include the results in the “status of flight line driving” section of the AOB minutes.

5.1. Sheppard, Altus, Little Rock, and Vance AFBs are required to maintain a decelerometer. CAMs will ensure requirements and responsibilities are outlined in an airfield OI, appropriate unit OI, and QRC.

6.1.1.1. For temporary closures related to a severe, natural disaster (an earthquake, flood, or other airfield incident), the CAM must notify HQ AETC/DOYF by telephone or e-mail.

6.2.1.1. The wing commander is the approval authority for prior permission required (PPR) and official business only (OBO) restrictions of less than 30 days and runway closures not to exceed 3 days. Any restrictions longer than 30 days or runway closures of more than 3 days must have HQ AETC/DO approval. Include mission impact and alternative solutions during the restriction or runway closure. Send written requests to HQ AETC/DOYF no later than 30 days prior to the proposed restriction or closure date. Send an information copy to 19AF/DO on all PPR, OBO, and runway closure requests.

7.2.1. The airfield management training OI will be a standalone document signed by the AOF/CC.

7.2.4.4. Individuals requesting attendance at the Military Airfield Managers Course (E3AZR1C091-000) must include the following information: Course # E3AZR1C091-000, class date requested, name, grade, Social Security Number (SSN), e-mail address, funding type, point of contact, unit, gender, full unit address, duty title, security clearance, and justification. The information must be signed by the supervisor, verifying that all prerequisites have been completed prior to attending course. Send the request electronically to HQ AETC/DOYF or mail the request to HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB TX 78150-4325.

7.2.6. Proficiency training will be conducted monthly, and results will be documented on AF Form 1098, **Special Task Certification and Recurring Training**.

7.3. AF Forms 332, **Base Civil Engineer Work Request**, 483, **Certificate of Competency**, 1098, **Special Task Certification and Recurring Training**, and 3616, **Daily Record of Facility Operation**.

7.4. (Added)(AETC) Forms Prescribed. AETC Forms 80, **Aircraft Outbound Traffic Log**, and 81, **Aircraft Inbound Traffic Log.**, and 745, **Emergency/Accident and Hazardous Cargo Log**.

**NOTE: The following are added to Attachment 1:**

***References (Added)(AETC)***

AFI 10-400, *Aerospace Expeditionary Force Planning*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 63-124, *Performance Based Contracts (PBSC)*

***Abbreviations and Acronyms (Added)(AETC)***

**ACO**—administrative contracting officer

**QAP**—quality assurance personnel

A3.1. Qualified airfield management personnel will conduct an airfield inspection prior to the first takeoff of each day. If an inspection cannot be completed prior to first takeoff, they will annotate the reason in AF Form 3616.

A3.1.2. The CAM or DCAM will conduct a monthly airfield inspection at each active landing auxiliary airfield and document all inspections in an appropriate checklist or log.

A3.2. A designated representative (for example, fire department or runway supervisory unit personnel) will conduct a daily check of the active auxiliary airfield landing surface prior to start of flying operations. Document all checks in an appropriate checklist or log.

A3.3.1. Conduct and document a monthly joint airfield inspection. The joint inspection will be conducted with representatives from airfield management, air traffic control (ATC), wing safety (flight or ground, as appropriate) supervisor of flying (SOF), civil engineering (community planner, pavements, and airfield lighting), and security forces. The airfield inspection certification and safety inspection checklist will be used to document the inspection. (See Attachment 4 in the basic AFI.) Each quarter, the airfield manager will brief the operations group commander and support group commander on the findings.

WILLIAM M. FRASER III, Major General, USAF  
Director of Operations

***1 Attachment (Added)(AETC)***

**5. Sample Format for the Airfield Management Manning Report**

**Attachment 5 (Added)(AETC)****SAMPLE FORMAT FOR THE AIRFIELD MANAGEMENT MANNING REPORT**

**BASE:** LUKE **DATE:** 1 Oct 03 **PAS:** LYOFJFF4D  
**WING:** 56 FTW **ESL:** 7  
**ADDRESS:** 6605 N. 140th Drive **CURRENT OPERATING HOURS:**  
 Luke AFB, AZ 85309-1934 Monday-Friday, 0630-2230  
 Closed Sat, Sun, and Federal Holidays

**AOF/CC:** Capt Edwards **DSN:** 896-7826 **FAX:** 896-15443  
**CAM:** MSgt Daniels **DSN:** 896-8960 **FAX:** 896-2643  
**DCAM:** TSgt Martin **DSN:** 896-8961 **FAX:** 896-2643

**1. TOTAL UMD AUTHORIZATIONS (including all 1C0s): 12**

**2. TOTAL ASSIGNED: 10**

**3. CURRENT MANNING (as follows):**

NAME (including specialty identifier [SEI], if applicable)	GRADE	UMD POSITION NUMBER	UMD SKILL LEVEL	CURRENT SKILL LEVEL	CAM COURSE? (YES/NO)
Daniels 368	E-7	03103020J	1C091	1C091	YES
Washington 368	E-7	02604210J	1C071	1C071	YES
Martin	E-6	02464160J	1C071	1C071	NO
Harder	E-6	03138750J	1C071	1C071	NO
Hendricks	E-5	03263300J	1C051	1C051	NO
Edwards	E-5	02464170J	1C051	1C051	NO
Livingston	E-5	02704700J	1C051	1C051	NO
Anderson	E-4	02604120J	1C051	1C051	NO

**Inbounds:**

Bailey	E-5		1C051	1C051	NO
McIntosh 368	E-8		1C091	1C091	YES

**Outbounds:**

Washington 368	E-7		1C071	1C071	YES
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**TDYs:**

Harder	E-6		1C071	1C071	NO
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**Actual separations, retirements, and cross-trainees awaiting cross-training:**

Daniels DOS 10 Dec 03 retirement

**Other:**